

EDUCATION ACHIEVEMENT AUTHORITY (EAA)
EXECUTIVE DIRECTOR FOR STRATEGIC PLANNING AND SPECIAL PROJECTS

About the Education Achievement Authority:

The Education Achievement Authority is a new statewide school system that will assume operation of the lowest 5 percent of performing schools in the state of Michigan that are not achieving satisfactory results on a redesign plan or that are under an Emergency Manager. It is designed to provide a new, stable, financially responsible set of public schools that create the conditions, supports, tools and resources under which teachers can help students make significant academic gains. It will first apply to underperforming schools in Detroit in the 2012–2013 school year and then be expanded to include low performing schools throughout Michigan.

For more information, visit <http://detroitk12.org/resources/eas>.

Overview of Role:

Under the direction of the Chancellor, the Executive Director for Strategic Planning supports a community strategic planning process, aimed to gather statewide input to inform the ultimate design of the Education Achievement Authority. The Executive Director for Strategic Planning translates this design plan into concrete strategies, initiatives, and projects with measurable goals and objectives, and designs a project management structure to monitor, evaluate, and report on EAA's work to both internal and external audiences.

The Executive Director for Strategic Planning provides support and works with a sense of uncompromising cooperation with members of the Chancellor's Cabinet to ensure a unified effort in the achievement of EAA's goals and objectives.

Duties and Responsibilities:

- Leads a community driven planning process to gather statewide input on the design of the EAA organization and model.
- Drafts EAA Design Plan, outlining key strategies, initiatives, and projects as well as measurable goals and objectives.
- Creates a project management platform to support EAA Design Plan, which links to relevant EAA databases/data warehouses. Project management platform provides ability to view status of project portfolio in real time and query project portfolio data to answer key management questions.
- Designs guidelines for EAA project management and reporting to ensure consistency.
- Develops "early warning" system to identify potential project issues and facilitate resolution.
- Leads team of project managers and, more broadly, supports capacity development of project managers throughout the EAA organization.
- Reports regularly on status of EAA work to internal and external audiences. Designs standard and customizable reports to facilitate reporting.

- Leads ongoing conversations related to strategy development and mid-course corrections, and supports continued evolution of the EAA strategic plan.
- Identifies opportunities for key partners to engage in key initiatives in the strategic plan.
- Keeps the Chancellor abreast of the status of activities, issues, and major projects; prepares periodic and ad hoc reports.
- Coordinates special projects on behalf of the Chancellor, frequently involving senior officers of the EAA.
- Performs related duties as assigned.

Qualifications:

Education: Master's degree from an accredited college or university. Ph.D or Ed.D preferred.

Experience:

- A minimum of seven (7) years of professional experience, at least five of which have involved supervisory and/or administrative responsibilities and have included managing teams and strategic planning.

Additional Qualifications:

- Must have an exemplary attendance record.
- Must be able to verify whether U.S. citizen, resident alien, or otherwise authorized to accept employment in the U.S.
- Must be physically able to perform the duties and responsibilities outlined with or without accommodations.

Reports to: Chancellor

Salary: Salary and incentive-based pay commensurate with experience. Comprehensive benefits package includes medical, dental, vision, and life insurance coverage.

Method of Application: Interested candidates should submit a cover letter and resume to MichiganEAAJobs@gmail.com. Please indicate the position title as the subject. Candidates may be asked to provide additional materials during the interview process, including official transcripts and letters of reference. Applications will be accepted until the position has been filled.

The Education Achievement Authority does not discriminate against, deny benefits to or exclude participation by any person in its programs, activities, or employment on basis of race, sex, color, national origin, creed, religion or handicap.